Styles can be accessed through the CSS Designer panel on the right side of the screen. If you don’t see the CSS designer panel, it can be turned on from menu by choosing Windows- CSS Designer.

If you make a mistake and need to change a particular style, do NOT recreate the style again, just click on the style in the list of Selectors to edit it.

If you feel you need to start over on a particular style, delete the style from the list first then start over. Each style should be listed just once in the list, having styles listed more than once creates conflicts and may cause problems for you.

The top of the panel displays Sources - where you are saving your styles such as style sheets. Click the plus sign to add a new source. The list of the selectors is one of the tabs in the panel. Open the list of Selectors. Selecting any of the selectors will display a list of properties and attributes in the panel below.

Right-click (Ctrl-click on Mac) on any of the selectors to rename, delete, duplicate and other operations.
Defining Styles

To start a new style, first click on the element that you want to style, then choose the code from the code selection line above the properties box. Choosing the code will make it easier to have the correct selector.

In the CSS Designer panel, first choose the sources - where you want to save your styles. If you don’t have a source listed click on the + to create a new style file, attach an existing style or define in the page. If the style sheet is selected, then just click on the style sheet name.

In the selectors area click on + to define a new selector. The selector will be for the element selected from the code selection line. If the selector shows more or less than you need, use the arrow keys on your keyboard to be less or more specific. You can also adjust or add coding such as :hover in the Selector name box. In addition the selector can be typed in.

I recommend having only one division listed in the selector name, in case you ever decide to move the division, the styling won't need to be adjusted.

In the properties are the properties are listed in one long list, however you can click on the icons to quickly go to the styles you need. Or if you prefer you can just scroll through the list.
Text Styling

Styling that affects the text can be changed in the type category.

Color allows you to choose the color. Keep in mind contrast. For your main content. Black text on white background provides for the best contrast.

To add italic or oblique choose font-style and to bold as part of styling select Font-weight.

Line-height helps make text more readable and makes a page look more appealing by adding additional space between the lines of text. USE % or EM. 120% or 1.2 em is recommended.

Text-decoration adds in underlines, overlines, line-through or can be set to none to take off the underline on a link.

For the typeface select font-family. It's best to choose a grouping with a generic style at the end.

To change the size of the text, enter a number in font-size. USE % or EM. Note: Choosing px (pixels) makes a fixed-font size which should be avoided. Fixed-font sizes take away from usability and accessibility.

Text alignment can be set to left, right or centered.

The first line of a paragraph can with text-indent.

Bullets can be removed from lists by selecting none for list style-type. To change the bullets type set the List-style-type to disc (filled circle), circle, square or select an image for List-style-image. To change numbers for an order list set to decimal (regular numbers), upper-roman (I, V, X, etc), lower-roman (i, v, x, etc), upper-alpha (A. B. C. or lower-alpha (a, b, c).
Backgrounds

Backgrounds can be applied to any element. Any background that will have text over it needs to allow for high contrast between the background color or image and the foreground text.

**Background-color** allows a color to be selected. If only using a background color is desired, do NOT set any of the other items in this category.

**Background-image** allows an image to be selected for the background. If setting the font color to white or a lighter color to be read over a darker image, also set a background color so that the text can be read if the image isn't loaded.

**Background-repeat** determines if and how the **image** should be tiled. The default is to tile both horizontally and vertically. The horizontal (x) and vertical (y) positions can be set. Do not set these if using the default of tiling horizontally and vertically.

**Repeat-X** repeats horizontally only. **Repeat-Y** repeats vertically only. **No-repeat**, shows only 1 occurrence of the image.

**Background-attachment** can be set to allow the background image to be fixed instead of scrolling with the page. Scrolling is the default. Fixed keep the image on the screen and the content will scroll over it.
The borders for elements, can be set as same for all, or individually for top, bottom, right and You must set a style - if just width or color is set the border will not display until the style is selected.

Set all borders

Set individual sides by clicking on the side icons

Width can be set in pixels (type in the number) or thin, medium or thick.

Colors can be selected. To create a 3-D effect set Top & left to a lighter color and Bottom & right to a darker color.

Options for style are solid (regular line), dotted or dashed (broken line with dots or dashes), double (two lines) or groove.

Border radius can be set by specifying the amounts.

Click to make the radius size all the same
Layout Styles

Much of the layout can be accomplished with padding, margins, widths and floating which are all set in the Box category.

The horizontal size of an element can be set with the width. It can be set in pixels, percents or ems.

Minimum and maximum width can be set to allow a layout element to size according to the size of the screen.

To allow an inline element (such as an image or a link) to act like a division, set the display to block. To make a list display inline set the display to inline.

To keep an element from displaying set display to none. This can be used when specifying elements that are not needed when viewed on particular media. For instance, the navigation can be set not to display on printed web pages.

If an element is to be fixed in a position, such as always at the bottom of the screen, set the position to fixed and specify the location. Generally set for either top OR bottom and left OR right.

The vertical size of an element can be set with the height. It can be set in pixels, percents or ems. USE WITH CAUTION and only when absolutely necessary. Normally your main content area should not have this set.

The spacing between elements can be set with margins. Margins can be set individually. To set all side the same click on the center icon.

To center an element within its parent element choose auto for right & left margins. This only works for block elements such as divisions or elements that are set to block.

Padding is the spacing around and element and before any borders or margins.

To take an element out of the normal float and place it to the right or left of the subsequent elements, set Float to right or left.

Any subsequent element that should not move up to the right or left should have the float cleared. Set Clear to right left or both.
A word about positioning

**USE POSITIONING WITH CAUTION!** For this class we will mainly be concerned with fixing an element on the screen, we will not be getting into advanced positioning.

To have a particular item (such as a footer) remain on the screen at all times. Set position to fixed. Then set the placement of the position. For instance to fix a footer at the bottom of the screen, set position to fixed and bottom to 0px.

When setting positioning, you may also need to set the width of an element.

We will be doing very little with any of the other positioning styles. Positioning is one of the most difficult aspects of CSS and should be used only if you know what you are doing or are using a methodology presented in the exercises. Some positioning is used in the CSS Effects exercise.

Unless you absolutely have to have something positioned just right, avoid using positioning. Positioning can present problems for accessibility and usability.